

MEETING #13 March 25

At a Workshop Meeting of the Madison Board of Supervisors on March 25, 2010 at 12:30 p.m. in the Thrift Road Complex:

PRESENT: James L. Arrington, Vice-Chairman
J. Dave Allen, Member
Jerry J. Butler, Member
Pete J. Elliott, Member
Lisa Robertson, County Administrator

ABSENT: Eddie Dean, Chairman, Eddie Dean
V. R. Shackelford, III, County Attorney

Vice-Chairman, James L. Arrington called the meeting to order and noted the presence of a quorum.

Discussion Item 1:

Vice-Chairman, James L. Arrington recognized Willie Lamar and invited him to address the Board regarding his objections to the Courthouse Project improvements adjacent to his property located at 1 Washington Circle. Mr. Lamar reiterated his continuing objection to the Courthouse Project, specifically the site improvements that will result in a pedestrian sidewalk and curb in front of his property located on 1 Washington Circle and adjacent to the public alley. Mr. Lamar objects to any improvements that will interfere with the ability of vehicular traffic to obtain access from Washington Circle to the platted public alley situated along the south side of his property. The Supervisors reviewed the Site Plan for the courthouse project as Mr. Lamar spoke.

Pete J. Elliott, noted that, at this point in time, the change requested by Mr. Lamar would result in delay and expense to the County and therefore he could not agree to Mr. Lamar's request.

Jerry J. Butler, consensus with Mr. Elliott's comments.

Vice-Chairman, James L. Arrington stated that, years ago, the Board had negotiated with the owner of 1 Washington Circle for access to the rear of that property from Court Drive, as it runs to the rear of the courthouse site.

Mr. Lamar noted that the prior owner, Mrs. Gibbs, had declined that offer, but that he would be interested in obtaining that type of access at this point in time.

By consensus directed by Lisa Robertson, County Administrator, the Madison County Board of Supervisors directed the County Administrator to ask V. R. Shackelford, III, County Attorney, for an opinion as to what access members of the public, including adjacent property owners, may have to use Court Drive and the parking lot behind the Commonwealth's Attorney's office (15 Court Square).

Discussion Item 2:

Bill Gentry, of Jefferson Land & Realty, made a presentation to the Madison County Board of Supervisors, requesting that the Board initiate an action plan for preparing an Economic Development Plan for the County. Mr. Gentry also submitted written comments in the form of a letter dated March 25, 2010, addressed to the Madison County Board of Supervisors.

Discussion Item 3:

Chris Miller, of the Aging Together Partnership, made a presentation to the Madison County Board of Supervisors and guided the Board through a number of questions designed to obtain Stakeholder Input for the organization's Strategic Planning process.

Discussion Item 4:

Lewis Jenkins, Director of Emergency Medical Services, requested that the Board suspend the current hiring freeze to allow him to begin the recruitment process for a full-time position that will become vacant in May. Mr. Jenkins provided the Madison County Board of Supervisors with a review of the various professional organizations, publications and internet sites where notice of the vacancy will be posted, and along with Lisa Robertson, County Administrator, described the process that is followed in evaluating and making final selection among qualified applicants.

After discussion, on motion of J. Dave Allen, seconded by Pete J. Elliott, the Board voted to suspend the Board's rule of 'not voting' at a Workshop Session, with the following vote recorded:

Eddie Dean	Absent
James L. Arrington	Aye
J. Dave Allen	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye

After further discussion, on motion of J. Dave Allen, seconded by Pete J. Elliott, the Board voted to lift the hiring freeze to allow the Director of EMS to recruit and hire a replacement for the full-time position that will become vacant in May, with the following vote recorded:

Eddie Dean	Absent
James L. Arrington	Aye
J. Dave Allen	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye

Discussion Item 5: Consideration of applications for the vacant seat on the Planning Commission.

Lisa Robertson, County Administrator, noted that the Board had received eight (8) applications from individuals responding to the recent notice of a vacant seat on the Planning Commission.

On motion of J. Dave Allen, seconded by Pete J. Elliott, the Board voted to go into Closed Session, Pursuant to Virginia Code Section 2.2-3711 (A)(1), for the purpose of discussion and consideration of prospective candidates for appointment to the (Madison) County Planning Commission, with the following vote recorded:

Eddie Dean	Absent
James L. Arrington	Aye
J. Dave Allen	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye

On motion of J. Dave Allen, seconded by Pete J. Elliott, the Board voted to go back into open session with the following vote recorded:

Eddie Dean	Absent
James L. Arrington	Aye
J. Dave Allen	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye

On motion of Jerry J. Butler, seconded by J. Dave Allen, the Board took roll call to certify that only matters lawfully exempted from open meeting requirements pursuant to Va. Code 2.2-3711(A) (1), and only matters that were identified in the motion

to convene a Closed Session were heard, discussed or considered in the Closed Meeting, with the following vote recorded:

Eddie Dean	Absent
James L. Arrington	Aye
J. Dave Allen	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye

MOTION: Jerry J. Butler

RESOLUTION NO: 2010-2

SECOND: J. Dave Allen

MEETING DATE: March 25, 2010

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Madison County Board of Supervisors has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by the Madison County Board of Supervisors that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Madison County Board of Supervisors hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Madison County Board of Supervisors.

VOTE

AYES: James L. Arrington, J. Dave Allen, Jerry J. Butler, Pete J. Elliott

ABSTAIN: None

NAYS: None

(For each nay vote, the substance of the departure from the requirements of the act should be described)

ABSENT DURING VOTE: Eddie Dean

ABSENT DURING MEETING: Eddie Dean

Secretary of the Madison County Board of Supervisors

As a result of Closed Session, the Madison County Board of Supervisors agreed to conduct an interview of each of the prospective candidates for appointment to

the Madison County Planning Commission and then make a final selection after the interviews; therefore, the Board agreed to bring their calendars to the Budget Public Hearing scheduled for Monday, March 31, 2010 in order to choose a date on which to schedule the interviews.

Discussion Item 6:

Jerry J. Butler, stated that during the Budget Workshop Meetings, the prospect of returning the house at Hoover Ridge to rental-property status had been discussed, and he inquired as to why that had not yet happened. County

Lisa Robertson, County Administrator, noted that while this has been discussed by the Board, no action has been taken to date.

J. Dave Allen, noted that, while renting the house would bring in revenue, the house site has been used as a site for storage for quite some time, meeting space, and parking for the various staff, recreational groups and the Farmer's Market.

Board Members, James L. Arrington, Jerry J. Butler and Pete J. Elliott noted their continued interest in seeing the house returned to rental status and noted that one of them would likely bring this up for a vote at a later date.

Discussion Item 7:

Pete J. Elliott, brought up his interest in returning the house on the Criglersville School Property to rental status, as this could generate revenue to help defray the costs of mowing and maintaining the Criglersville School site.

Jerry J. Butler noted his interest in making the other small building on the site (currently used as the voting precinct) available for rent to groups looking for meeting space. Mr. Butler indicated his interest in seeing the Board identify a use for the Criglersville School Building itself (such as a Visitors' Center with space available for meetings to various groups).

By consensus, the Board specified rental of the house as the more immediate priority and asked Lisa Robertson, County Administrator, to consult with the Building Official and the local Health Department official in order to determine what would need to be done to return the house at the Criglersville property to suitable condition for rental.

Discussion Item 8:

Vice-Chairman, James L. Arrington, noted that he does not understand why all of the County's Department heads are not required to attend each of the Board's regular monthly meetings.

Lisa Robertson, County Administrator, noted that most Department Heads to attend and give verbal reports (in addition to the written reports that each Department Head provides).

Vice-Chairman, James L. Arrington, noted that several of the County's Constitutional Officers do not attend, and that the Zoning Administrator and Building Official should be required to attend as well.

J. Dave Allen, inquired as to whether it's necessary to have any of the Department Heads attend the meetings, since the Board received written reports each month, and also asked when the practice of having Department Heads attend the meetings began.

Lisa Robertson, County Administrator, stated that prior Boards had never required this; however, when the County was without a County Administrator for over a year in 2005-2006, it was necessary for the Board and Department Heads to regularly meet and check in with each other in person. Following appointment of a new County Administrator the Board had never returned to its prior meeting format.

Vice-Chairman, James L. Arrington, Member, reiterated it is his belief that everyone should be required (or, in the case of Constitutional Officers "strongly encouraged") to attend, beginning at 3:00 p.m. and remaining until the Board's dinner break.

Board Members, Pete J. Elliott and Jerry J. Butler concurred that it would be good to have County Department Heads and Officials immediately at hand should any questions arise that they could answer.

By consensus of Board Members James L. Arrington, Jerry J. Butler and Pete J. Elliott, Lisa Robertson, County Administrator, was directed to notify the Department Heads and Constitutional Officers of this expanded requirement.

Discussion Item 9:

Pete J. Elliott, brought up the matter of the County's Department

of Parks and Recreation, how it's organized, and also how County employees are allowed/directed to perform tasks for other entities/groups such as the School, 4-H, Youth Sports, etc. As one example, Mr. Elliott noted that a citizen had recently asked him why County employees are allowed to mark fields for Youth Sports or to help prepare fields at the High School for recreational use, but do not assist with preparing school fields for women's softball games.

Lisa Robertson, County Administrator, noted that the purpose and organization of the Parks & Recreation department has not been substantially changed since it was initially established by the Board years ago, but that the current Board of Supervisors could decide to change the purpose of the department as it sees fit.

Lisa Robertson, County Administrator, also noted that clear direction from the current Board is necessary and that this is a topic that would lend itself to more in-depth discussion and analysis at another Workshop Meeting.

Discussion Item 10:

Pete J. Elliott, Member, noted that several citizens have contacted him to complain about the hours at the Transfer Station, noting that the current daytime hours during the week and on Saturdays are insufficient to accommodate the needs of County residents who work outside the County; therefore, he requested that hours be extended to 7:00 p.m. on Thursday evenings, on a trial basis, and that usage during the extended hours be reviewed at a later date (along with the extra cost payable USA Waste Management) to determine whether the arrangement should be continued long-term.

With the consensus of all Board members present, Lisa Robertson, County Administrator, indicated this change could be implemented quickly.

Discussion Item 11:

After further discussion on the substance of Bill Gentry's presentation during the early part of today's session, Pete J. Elliott noted that the Board needs to take steps immediately to 'ease up' on zoning and other requirements that hinder small businesses in setting up and successfully maintaining their operations within the County; he noted an example of this is the proposal by Mr. Jess Sweely for approval of a sign for the side of the building at the new Sweely Estates Winery, and the response by the

Zoning Administrator is that the proposed sign does not meet the requirements of sign regulations denoted in the County's Zoning Ordinance.

Lisa Robertson, County Administrator, noted that there are a number of ways that the Board, working with the Madison County Planning Commission, could update the County's Zoning (Ordinance), Site Plan (Ordinance) and other Ordinances to create additional by-right business uses, to update the provisions of the sign regulations, etc. and that the Board could take the initiative in requesting the Madison County Planning Commission to review current Ordinances with the purpose of making regulations more business friendly.

Pete J. Elliott, Member, noted that he agrees with the aforementioned approach, but believes that more immediate action should be taken to allow the sign at Sweely's winery, and that he would support action to waive the sign requirements (as included in the County's Zoning Ordinance) for this particular request.

Lisa Robertson, County Administrator, noted that she would advise V. R. Shackelford, III, County Attorney, of the issue so that he can be prepared to discuss the waiver proposal at an upcoming meeting, if the Board members wishes to do so.

Discussion Item 12:

Pete J. Elliott, Member, noted that he has issues with the County's current record-keeping practices, with respect to tracking various expenditures by location or department; for example, a recent bill for snow removal services at various County locations, including the Animal Shelter, was paid out of the Facilities budget and not allocated in any proportions to the Animal Shelter, Sheriff's Department or the E911 budget.

Lisa Robertson, County Administrator, noted that there are a number of Facility operational and maintenance expenditures (such as County-wide costs of electricity, water/sewer, heating oil, insurance, etc.) that are accounted for as a cost of general operations, and not portioned out to each separate department.

Pete J. Elliott, advised that he felt the County would get a more detailed accounting of the actual costs of providing each area of service.

Lisa Robertson, County Administrator, noted that the current accounting structure had been set up to be consistent not only with Auditor of Public Accounts

standards, but also to give the Board and staff a more detailed mechanism for reviewing budget v. actual expenditures throughout the year. If the new Board wishes to change the structure of how costs are accounted for, that can be done, but there needs to be a consensus of the Board as to exactly what types of data it wishes to track.

There was also a discussion of the different types of data that could be tracked in more detail using Excel spreadsheets, employee time sheets, etc.

Pete J. Elliott stated that for the time being, several of the cost items that he is interested in tracking more closely could be followed by keeping paper records, such as detailed time sheets and equipment logs.

Discussion Item 13:

(Commonwealth Attorney's Office [Receipt of Proposals for Installation of New Foundation Drain System])

Lisa Robertson, County Administrator, advised the Madison County Board of Supervisors that quotes had been solicited from three (3) contractors for the scope of work; two (2) local contractors responded with proposals:

- 1) \$16,650.00
- 2) \$15,675.00

Lisa Robertson, County Administrator, noted to the Madison County Board of Supervisors that unless the Board instructed otherwise, each of the local contractors is a licensed contractor qualified to perform the work and the contract would be awarded to the contractor offering the lower (bid) price.

With no further discussion or action being required by the Board, on motion of J. Dave Allen, seconded by Jerry J. Butler, Vice-Chairman, James L. Arrington adjourned the meeting, with the following vote recorded:

Eddie Dean	Absent
James L. Arrington	Aye
J. Dave Allen	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye

Date: April 7, 2010